



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

Meeting Date: March 7, 2019

Subject: Approve Youth Development Humanitarian Project Field Trip to Lima, Peru June 17 – 27, 2019

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Deputy Superintendent

Recommendation: Approve Youth Development, West, Sac High, Health Profession students to attend the MWLA Humanitarian Project in Lima, Peru from June 17, 2019 – June 27, 2019. Students will complete a project of expanding a seed bank and polycultural nursery, working with local indigenous community and coffee production company, to learn indigenous rights, environmental vulnerabilities, small business and cultural differences.

Background/Rationale: On June 17, 2019 – June 27, 2019, students will travel by commercial airline to Lima, Peru to attend the MWLA Humanitarian Project.

Financial Considerations: There is no cost to the District. Expenses will be paid by the Stuart Foundation Grand funds.

LCAP Goal(s): College, Career and Life Ready Graduates

Documents Attached:

1. Out-of-Country field trip documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Deputy Superintendent

Doug Huscher, Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Youth Development (West, Sac High, Health Prof) Date 11 / 28 / 2018

Teacher's Name Marcus Strother Room # _____ Telephone # 916-643-9153
 Fax # _____

Field Trip Destination Lima, Peru

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)

Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Flight from Sacramento to Lima, Peru

Educational nature of field trip/excursion Students will create and construct critical building projects for the Peruvian communities while learning about community ethics and cultural exchanges the 7 elements of human security and realistic solutions

Depart Date 6 / 17 / 2019 Time 6:00pm am/pm Return Date 6 / 27 / 2019 Time 12:30am am/pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source MWLA Grants Financial Assistance Available? Yes No

Number of students participating: 8

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) <u>Miamah Reed</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Dylan Fisher</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Marcus Strother</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date _____

Risk Management Approval (Unusual Activities) [Signature] Date 2/1/19

Segment Administrator Approval _____ Date _____

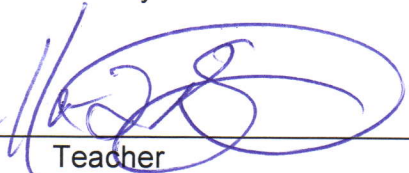
- Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- Local Trip (school or charter bus):** (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
 - Local Trip:** (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
 - Out-of-Town:** (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
 - Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
 - Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
 - Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.):** - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require **Special Event Liability Insurance**.
 - Out-of-State/Country:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
 - Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.**

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

School Name Youth Development Date 06 / 17 / 2019
 Teacher's Name Marcus Strother Room # N/A Telephone # 916-643-9153
 Field Trip Destination Lima, Peru


Reason for travel Students will complete a project of expanding a seed bank and polyculture nursery. Working with coffee production companies to better understand indigenous rights, environmental vulnerabilities, small business challenges and the value of cultural norms and knowledge.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed  _____
 Teacher

Approvals:

 _____ / ____ / ____
 Principal Date

 2 / 8 / 19
 Risk Management Dept. Date

_____/_____/_____
 Segment Administrator Date

 2 / 27 / 19
 Superintendent Date

_____/_____/_____
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Instructions: This form must be completed and received in Accounts Payable at least **30 days** prior to the proposed trip- **60 days** if out-of-state.

REQ # _____

Request to Attend:

- Conference/Workshop
- Business Meeting

Purpose for Attending:

- Professional Development
- Continued Education Credits Earned

School/Department YOUTH DEVELOPMENT DEPARTMENT

Date Jan 30, 2019

Date(s) of Event 6/17/19 - 6/27/19

Location Lima, Peru

Event Title (attach brochure) MWLA HUMANITARIAN PROJECT

Purpose* STUDENTS WILL COMPLETE A PROJECT OF EXPANDING A SEED BANK AND POLYCULTURAL NURSERY. WORKING WITH LOCAL INDIGENOUS COMMUNITY AND COFFEE PRODUCTION COMPANY TO LEARN INDIGENOUS RIGHTS, ENVIRONMENTAL VULNERABILITIES, SMALL BUSINESS, AND CULTURAL DIFFERENCES

*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? EQUITY: EXPANDING STUDENTS EDUCATION, EXPERIENCE, AND KNOWLEDGE OUTSIDE OF THE SCHOOL DAY

How will this activity/event be used and shared? THROUGH SHARI STUDENT EXPERIENCES, LEADERSHIP MEETINGS, PD'S AND STAFF MEETINGS

Name of Attendee(s)

(attach sheet for additional attendees)

Position

Substitute (Y/N)**

No. of Days Required

Budget Code (for substitute)

MARCUS STROTHER	YDSS DIRECTOR	No		
MIAMAH REED	FYS SPECIALIST	No		
DYLAN FISHER	YDSS PROG ASSOCIASTE	No		
		No		
		No		

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770**

Additional Attendees Attached

Approvals:

Principal/Department Head Signature & Print Name

1-30-19

Date

Cabinet Level or Designee Signature

Date

2-7-19

Chief Business Officer Signature

Date

2/27/19

Superintendent or Designee Signature

Date

District cost for all attendees (estimate)

Registration Fee *** 7,000.00

Meals included? Yes

B L D

Lodging _____

Transportation _____

Meals _____

Other _____

TOTAL \$7,000.00

Categorical

Budget Code(s): FUNDING PROVIDED BY STUART FOUNDATION

\$

General Fund/Unrestricted

01-9642-0-5230-00-0000-2100-000-0767-000

\$

7,000.00

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #

Dollar Amount

Registration Fee _____

Hotel _____

Airfare ****

Car Rental ****

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830